

## ***Indoor Air Quality Tools for Schools*** **2004 Leadership Awards Program** **Application Form**

The ***IAQ TFS Leadership Award*** is presented to schools/school districts that have shown significant progress implementing the *IAQ TFS* Kit. Qualifying schools are those that have met the requirements for the Great Start Award and:

- Established an IAQ Coordinator and/or *IAQ TFS* Team.
- Completed the following for each school:

*Teachers Checklist\**,  
*Building Maintenance Checklist\**,  
*Renovation and Repair Checklist\**, and  
*Ventilation Checklist\**.

- Completed IAQ walkthroughs and a *Walkthrough Checklist\** for each school.
- Prioritized IAQ repairs and upgrades.
- Developed a written IAQ Management Plan.
- Submitted a signed “Letter of Intent” to participate in the *IAQ TFS* Program\*

***\* A sample letter of intent is located in Appendix A.***

\* All checklists are available in the *IAQ TFS* Kit or at [www.epa.gov/iaq/schools/toolkit.html](http://www.epa.gov/iaq/schools/toolkit.html). Checklists can be modified to fit the specific needs of a school or school district.

### **Benefits of the *IAQ TFS* Leadership Award**

Qualified candidates of the *IAQ TFS* Leadership Award receive:

- A certificate of achievement signed by an EPA official.
- Recognition on EPA’s *IAQ TFS* Web site.
- Press kit to help communicate IAQ successes and this award.
- Case study (optional).
- Packet of IAQ materials (including the *IAQ TFS* Bulletin and other resources).

***Indoor Air Quality Tools for Schools***  
**2004 Leadership Awards Program**  
**Application Form**

**Basic Data**

Please provide the information described below. Please feel free to use a separate sheet if necessary.

<b>Name of Key Contact(s) or IAQ Coordinator</b>	
<b>Name of School or School District</b>	
<b>Address</b>	
<b>Phone/Fax Numbers</b>	
<b>E-mail Address</b>	
<b>*Physical Description of Building (area, layout, condition, style) <u>Include number of facilities</u></b>	
<b>*Construction Date</b>	
<b>*Description of HVAC system</b>	
<b>Number of Students</b>	
<b>History of IAQ problems/concerns</b>	
<b>Was the U.S. EPA or a Not-For-Profit Association involved in your <i>IAQ TFS</i> Program? If yes, detail assistance received and by whom.</b>	
<b>Evident health issues/trends (e.g. increase in allergies, asthma, high absenteeism rate due to illness) found in your schools</b>	
<b>How did you hear about the <i>IAQ TFS</i> Program?</b>	
<b>How your school or district became involved in IAQ.</b>	

<b>Describe your IAQ team.</b>	
<b>What support did your school/school district provide (e.g., financial support, administration communicating support of Program)?</b>	
<b>How you are currently using the <i>IAQ TFS</i> Kit.</b>	
<b>List IAQ problems identified on walkthrough.</b>	
<b>IAQ problems identified on ventilation checklist.</b>	
<b>To whom you distributed checklists.</b>	
<b>Describe IAQ problems found from checklists and how you prioritized repairs and upgrades.</b>	
<b>Describe your IAQ management plan.</b>	

## ***How to Apply***

Interested candidates should complete the attached application. Applications will be evaluated based on the established criteria. The criteria and application forms can be found on our Web site at [www.epa.gov/iaq/schools](http://www.epa.gov/iaq/schools). For specific questions contact Michele Guarneiri at (202) 343-9099 or [guarneiri.michele@epa.gov](mailto:guarneiri.michele@epa.gov).

All applications may be submitted by U.S. Mail, facsimile, e-mail, or special delivery services (Federal Express, United Parcel Services, etc.).

<b><u>U.S. Mail</u></b> <b><u>(or Special</u></b> <b><u>Delivery):</u></b>	ATTN: <i>IAQ Tools for Schools</i> Awards The Cadmus Group, Inc. 1901 North Fort Myer Drive, Suite 900 Arlington, VA 22209 (703) 247-6000
<b><u>Facsimile:</u></b>	(703) 247-6001
<b><u>E-Mail:</u></b>	<a href="mailto:awardscoordinator@cadmusgroup.com">awardscoordinator@cadmusgroup.com</a>

## Appendix A: Letter of Intent Example Text

Michele Guarneiri  
Public Affairs Specialist  
U.S. Environmental Protection Agency  
1901 North Fort Myer Drive, Suite 900  
Arlington, VA 22209

[**INSERT SCHOOL/DISTRICT NAME HERE**] has been actively participating in *the Indoor Air Quality Tools for Schools (IAQ TFS)* Program since [**INSERT DATE HERE**]. We have created an efficient, proactive program to address IAQ issues district-wide.

The *Indoor Air Quality Tools for Schools* Program has the full support of the Superintendent and School Board. It has been this commitment from the Board and top management that has helped [**INSERT SCHOOL/DISTRICT NAME HERE**] strategically implement and maintain our successful IAQ management program.

[**INSERT SCHOOL/DISTRICT NAME HERE**] is committed to sharing information and resources with other schools and public agencies about our program. We will continue to facilitate educational programs for internal staff and the school community. We will serve as an information center for IAQ issues in schools, and develop partnerships through the implementation of the *IAQ TFS* Program.

We are dedicated to addressing IAQ in our schools and providing a healthy and safe learning environment for our students and staff.

Sincerely,  
[*Individual of decision-making authority who can commit the school/district to maintaining the IAQ management program*]

**For Example:**  
Superintendent  
Chief Operations Officer  
Chief Financial Officer  
School Board Member